

STUDENT HANDBOOK

2017-2018



The English Center

A Miami-Dade County Public School

Choose From Our Career/Technical Education Programs
...And Much More

3501 SW 28th Street
Miami, Florida 33133
305-445-7731

www.tecmiami.com



The English Center is accredited by the Council on Occupational Education (COE)
1840 Roswell Road, Building 300 – Suite 325 – Atlanta, Georgia 30356 / 1-800-917-2081/ FAX 707-396-3790. www.council.org

MESSAGE FROM THE PRINCIPAL

Welcome to The English Center (TEC). The information contained in this Student Handbook has been prepared to inform you about school programs, general rules and procedures, student services provisions, and student's rights and responsibilities. This information is based upon policies, procedures, and rules instituted by the Florida State Department of Education, Miami-Dade County Public Schools, and The English Center. On behalf of TEC's faculty and staff, I take this opportunity to wish you great success in your education endeavors.

Educationally yours,

Yamila Carballo
Principal

VISION STATEMENT

The English Center, M-DCPS, is a full-service adult education center that will continuously strive to provide access to challenging literacy, career/technical, and community education while building learning communities designed to maximize student success.

MISSION STATEMENT

The mission of The English Center, M-DCPS is to develop students' career, social, technological, physical, and emotional potential in a wholesome, self-paced, supportive environment. This endeavor encourages them to become lifelong learners and contributing, ethical citizens in a multicultural and changing world.

PROGRAM INFORMATION

ADULT GENERAL EDUCATION (AGE)

AGE Programs are not specifically offered for job entry or advancement, as they are not accredited by the Council of Occupational Education (COE) and do not qualify for Title IV financial aid assistance.

ADULT BASIC EDUCATION (ABE) PROGRAMS

Adult basic education courses provide basic literacy, mathematics, and writing skills to those students who are performing below ninth grade level. Instruction is delivered in the areas of reading, math, and language. The emphasis of these courses is to assist adults to function in today's competitive society, to encourage further educational endeavors, and to improve employment opportunities.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

These courses assist students in developing English literacy skills which will help students communicate in English, be successful in career/technical programs, find and keep a job, and advance in their chosen careers. There are five consecutive levels of language instruction in ESOL and an additional work related course. These levels are configured logically and sequentially for language acquisition. Students will be tested for proper placement and must successfully pass the exit test to move to the next course level.

GENERAL EDUCATION DEVELOPMENT (GED) PREPARATION

This program prepares students for the GED test. Students who pass the test receive a high school diploma. The test consists of the following content areas: Reading Through Language Arts, Mathematical Reasoning, Science, and Social Studies. Students who perform at the ninth grade level or higher as measured by the Test of Adult Basic Education (TABE) are eligible to register for the GED preparation class.

CAREER/TECHNICAL EDUCATION PROGRAMS

TEC offers competency-based career/technical certificate programs as part of Florida's comprehensive workforce development education program.

Competency-based education is highly individualized with the following characteristics:

- Occupation-based competencies (on the job skills and knowledge.)
- Evaluation-based performance
- Open-entry and open-exit (Enter or exit the program at any time.)
- Ongoing classes, year round, variable learning time (Proceed at your own pace.)

TEC offers courses in the following areas:

Architecture and Construction

[Air Conditioning, Refrigeration and Heating Technology 1](#)

Arts, AV Technology & Communications

[Digital Media/Multimedia Design](#)

Education and Training

[Child Care Center Operations](#)

[Early Childhood Education](#)

Human Services

[Cosmetology](#)

[Facials Specialty](#)

[Nails Specialty](#)

Information Technology

[Network Systems Administration](#)

BASIC SKILLS REQUIREMENTS:

Students who enroll in a career/technical program offered for 450 or more clock hours of instruction shall complete the entry-level examination within the first six (6) weeks of admission into the program, as per State Board Rule 6A-10.400 FAC unless exempted. Exemptions include:

- a. Students who have received an Associate in Applied Science degree or higher
- b. Students who have completed or are exempt by the College Level Academic Skills Test (CLAST)
- c. Students who are exempt from the college entry-level examination

The purpose of testing is to determine the extent of basic skills mastery and to provide remediation if necessary. At The English Center, the Test of Adult Basic Education (TABE) is administered to determine the basic skills level of incoming career/technical education students. The basic skills requirement is not used to deny entry or placement in a career/technical program. Students entering career/technical programs who have not met the basic skills requirements may register for remediation concurrently with their program in the on-line Applied Academics for Adult Education (AAAE) Program. The AAEE Lab provides individualized remediation based upon the needs of each student.

BOOKSTORE

A currently enrolled student may purchase books, school supplies, and other school-related items in the school bookstore. A valid student identification badge (ID) is required to make purchases. The bookstore is located by the H building. Hours of operation are Mon. - Thurs. 8:30 a.m. to 6:45 p.m., Fri. 8:30 a.m. – 12:30 p.m., Sat/Sun 8:30 a.m. – 12:30 p.m. All sales are final. No checks or credit cards are accepted, cash only.

CASE MANAGERS

There are career pathways case managers that meet with enrolling students. Students have the opportunity to complete free-of-charge a career interest survey and receive counseling to guide them toward making a career choice decision. The case managers are available Monday, Tuesday and Friday from 8:30 a.m. to 2:30 p.m.; Wednesday and Thursday from 8:30 a.m. until 11:00 a.m.; and Monday and Wednesday from 3:00 p.m. until 6:00 p.m. Case managers also follow-up and support students during the entire time they are enrolled.

CHILD CARE

Child care is available for children between the ages of two and four. Sign-up early because there is often a waiting list. For eligibility contact the Child Care Center Office, Room A-1, during the day.

COUNSELING

The English Center offers a comprehensive program of guidance and counseling services. These services address individual, small group, and large group counseling, as well as the personal/social, educational, and career needs of all students. TEC's guidance counselors are available Monday through Friday from 8:00 a.m. to 3:20 p.m., and Monday through Thursday from 4:45 p.m. – 8:45 p.m. The Guidance Office is located in Registration.

DISABLED STUDENT SERVICES

The disabled student services program is designed to integrate disabled students into the school community. TEC strives to provide a holistic educational and career/technical experience which prepares the student to be mainstreamed into the general population. It is TEC's belief that disabled students are best served by placing them into existing classes. Therefore, there are no classes or laboratories especially designed for disabled students. Community-based organizations fund disabled students who attend The English Center including Vocational Rehabilitation and The Division of Blind Services. For information about disabled student service assistance, see a guidance counselor.

FINANCIAL AID

Several types of financial aid are available to students who are eligible. Scholarships are offered depending on financial needs and availability of funds. Students enrolled in career/technical programs which are at least six months in length may apply for a Pell Grant or Supplemental Education Opportunity Grant in the Financial Aid Office. Students classified as refugees, asylees (from any part of the world), or parolee/entrants (only students from Cuba or Haiti) may qualify for Skills for Academic, Vocational and English Studies (SAVES), a federally-funded program. Financial aid is also available through various agencies.

FOOD FACILITIES

Light meals, snacks, and beverages are available in the Food Plaza located directly across from the Main Office. The Food Plaza is open from 11:30 a.m. to 12:00 p.m. for lunch and from 6:00 p.m. to 6:30 p.m. for dinner on Monday through Thursday. Vending machines are conveniently located in the "B" building courtyard.

LIBRARY / MEDIA CENTER

The school library/media center is located in Room B-5. Library materials and computer access are available to currently enrolled students, along with access to an on-line Career Resource Center. A valid TEC student identification (ID) badge and a registration receipt are required to borrow books for a two-week period. This service is free-of-charge. Hours of operation are Monday through Thursday from 8:00 a.m. to 1:00 p.m., and from 3:00 p.m. to 9:00 p.m., and on Friday from 8:00 a.m. to 3:00 p.m.

RESUME WRITING SERVICE

Students can sign-up to make an appointment for free resume writing assistance in the library/media center, Room B-5.

SECURITY

Security personnel are employed to ensure the protection and safety of students, faculty, and staff. Your cooperation with TEC's security staff will assist them in maintaining a safe, orderly learning environment.

STUDENT ORGANIZATIONS/CLUBS

Students are encouraged to join and actively participate in school activities.

GENERAL INFORMATION

ACCESSIBILITY

Physical accessibility to The English Center has been facilitated by the provision of ramps, curb cuts, lowered water fountains, wheel chair accommodation, and wide bathroom stalls.

ADMISSIONS

The English Center admits any person 16 years of age or older, who has a sincere desire for learning and practical career preparation. All prospective students should first see a guidance counselor in the Guidance Office for testing, career counseling, and assistance.

ATTENDANCE

All students are expected to attend class regularly and as scheduled. Attendance records are kept by the teacher on a daily basis. Students will be withdrawn according to M-DCPS guidelines. Excessive absences that interfere with academic progress may be grounds for disciplinary action.

CODE OF CONDUCT

Students at TEC are governed by the M-DCPS Post-Secondary Code of Student Conduct. The following will be considered grounds for disciplinary actions:

- refusing to comply with the school's ID policy
- using profane or indecent language and/or behavior
- defacing or destruction of public property
- smoking anywhere on campus
- being on the school premises under the influence of alcohol and/or other mood modifiers
- displaying improper conduct resulting in a disturbance anywhere on the school premises
- tampering with fire equipment, safety and evacuation signs, or setting off a fire alarm
- possessing firearms, knives, explosives, or incendiary materials
- having radios, phones, beepers, musical instruments, or other music reproducing device on campus
- cutting (skipping) scheduled classes

FILLED CLASSES

Because some classes are filled to capacity, a courtesy list of eligible students is maintained for some programs. Prospective students may not be advanced on that list even though they have previous training in that subject. Students will be notified as openings become available.

FIRE DRILL/CODE RED/ CODE YELLOW PROCEDURES

All Miami-Dade County Public Schools are required to have fire drills throughout the year. The following procedures will be adhered to:

1. When the alarm sounds, five series of three bells, teachers will escort students quickly and quietly out of the building following the route posted in each classroom.
2. Students will take purses and valuables with them during the drill.
3. Students will remain 100 feet from the building until the all clear bell is sounded.

When the lockdown CODE RED message is heard on the public address system, the following procedures will be adhered to:

1. Close and lock all doors.
2. Turn off lights.
3. Remain inside the classroom with no talking until the *All Clear* message is announced.

When the CODE YELLOW message is heard on the public address system, the following procedures will be adhered to:

1. Staff and students located in open areas should immediately report to the nearest secured area.
2. Teachers should stand outside the classroom door and direct students, staff, and visitors to the nearest secured area.
3. Disregard the bell system.
4. Classroom doors should be closed and locked. Open windows should be closed. Turn off all audio-visual equipment, and teachers should continue with regular classroom activity.
5. No cellular phone use.

GENERAL INFORMATION (Cont'd)

GRADUATION

Those students, who have successfully completed a course of study or a program leading to a certificate or have earned a high school diploma, are entitled and encouraged to participate in the graduation ceremony.

LOST AND FOUND ARTICLES

Please bring to the Main Office any lost articles which are found on campus. Students who have lost articles should report the loss to Room C-106 as soon as possible. Articles will be returned when proper identification is shown.

LUNCH/BREAK PERIODS

The lunch period is from 11:30 a.m. to 12:00 noon. Students are responsible for returning to class by 12:00 noon. Food and beverages are not permitted in the classroom or in the corridors. Please use the designated eating areas. Students will adhere strictly to break and meal time periods.

MESSAGES

Messages will not be delivered to students except in cases of extreme emergency. Students should not give the school as a mailing address, as letters or other correspondence will not be delivered.

PERSONAL PROPERTY

The school assumes no responsibility for the personal property of students.

REFUND POLICY

In the event a student elects to withdraw, the following refund policies apply:

- Students will be eligible for a full refund of Adult, Post-secondary Career/Technical Education tuition, test fees and insurance fees if withdrawn within 5 days of the beginning of the class start date or the student registration date, whichever is later.
- Adult General Education (AGE) fees, ID fees, lab fees, AGE test and application fees are non-refundable after class starts, unless the course is cancelled.
- The five (5) days shall not apply to Career/Technical (CTE) courses less than three weeks or ninety hours in duration. In such cases, the request for withdrawal must be made prior to the course meeting more than two days.
- A student is entitled to a full refund of fees if a course is cancelled by the school principal or designee, provided that the student was not reported for membership during the Workforce Education Fund survey period in which the class was counted. If so, only those fees in excess of the State requirement shall be funded.
- Refunds, when due, can be made without requiring a request from a student. The school must forward an Application for Refund by Check/Credit, Form 2057 to the student, and it must be completed and approved for all eligible refunds. A request for refund must be made within forty-five days of the withdrawal date.
- Students withdrawn for disciplinary reasons are not entitled to a refund of any tuition and fees.
- Students who paid fees but were entitled to a waiver, voucher, or agency payment shall be entitled to a refund of those fees paid only if required evidence of said waiver, voucher, or agency payment is presented to the school within 15 school days of the beginning of the term.
- Students who receive Title IV (Pell Grant) funds and withdraw from their program, will receive a refund based on the Federal post-withdrawal calculation formula.
- If the student fees are subsidized by an agency and the student withdraws, that agency is eligible for a refund only if student attendance is less than 50 percent of the scheduled hours and if the request is made in writing.

INSTALLMENT PAYMENTS

Installment payments may be received under the following conditions:

- A student registers within the first 21 calendar days of the trimester
 - One-third of the tuition fees must be paid at the time of registration.
 - An interim payment may be required at the discretion of the principal.
- Installment payments will not be refunded. When the fees are paid in full, consideration may be given for a refund.

If a student fails to pay fees on time, the student will be withdrawn. Non-resident students are not eligible for partial payments due to federal immigration policies. Special fees and liability insurance fees are not refundable.

GENERAL INFORMATION (Cont'd)

SCHOOL ATTIRE

Students are required to dress appropriately as in the world of work. Because the primary purpose of this institution is to prepare students for employment, while attending class students are required to be neat and clean in appearance. Items of dress which may create a classroom disturbance are prohibited. The following specific regulations must be adhered to:

- no metal cleats on shoes,
- no clogs, thongs, sandals, bedroom slippers, or other shoes without back straps,
- no written messages or pictures or symbols on clothing which portray ideas harmful to the health, safety, and welfare of students (e.g. messages related to drugs, smoking, alcohol, sex, and profanity),
- no mini-shorts, micro-mini-skirts, cut-offs, or oversized pants,
- no tank tops, tube tops, see-through blouses without a camisole or whole slip,
- no bare backs, bare midriffs, or plunging neck lines,
- no hats or bandanas in the classroom or cafeteria except those for religious purposes.

SMOKING

Smoking, including electronic cigarettes, is prohibited on school grounds.

STAFF AUTHORITY

Students must courteously and respectfully comply with the reasonable requests of any instructor, staff member or administrator in or out of the classroom. Students are also expected to give their names if asked by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties will subject a student to immediate disciplinary actions.

STUDENT ACCIDENTS AND ILLNESSES

The main office must be notified in the event of a student accident or illness at the time it occurs. The English Center will provide assistance by calling the emergency contact person or emergency rescue if needed. No medication can be administered to a student by school staff. If emergency fire rescue transports a student, it will be at the expense of the student.

STUDENT IDENTIFICATION

A valid The English Center identification (ID) badge must be worn visibly at all times by all students. The badge must be shown upon request by school officials. Student ID badges are obtained by paying a \$5.00 fee each trimester at the time of registration.

STUDENT RECORDS

If a student is more than 18 years old, information concerning that student will not be released to parents without the consent of the student. For additional information regarding access to student records, refer to the Family Education and Privacy Act, which can be viewed in the registration department.

TRANSFER POLICY

Students may transfer from one program to another program within the institution or from other institutions by obtaining the recommendation of counselors and instructors. Transferring students are assessed by instructors to determine the highest achieved competency in order to assist them in continuing their education at the appropriate level. Students beyond the compulsory school age and currently enrolled as full-time secondary school student must follow Miami-Dade County Public Schools' transfer policy when desiring to transfer to a career/technical program.

GENERAL INFORMATION (Cont'd)

TUITION/FEES

Tuition for classes is collected at the time of registration. Fees are collected each trimester. The amount of tuition varies according to student contact hours, The State of Florida determines the amount per contact hour, and this amount, which is published in the School Catalog, is subject to change. Section 239.117 (a), Florida Statutes, provides legislative policy for determining fees for workforce development programs. In addition, public school districts and colleges may collect up to an additional ten percent for financial aid purposes. Checks are not accepted for payment of any fees, but credit cards and/or debit cards are accepted with proper identification.

UNIFORMS

In certain career/technical education programs, students are required to purchase and wear uniforms.

USE OF ELECTRONIC EQUIPMENT

Permission to record in class must be obtained from the individual instructor. Electronic equipment such as cellular phones or radios are disruptive to the educational process and must be off and out-of-sight during the instructional period.

VISITORS

Anyone who is not currently enrolled in the school must obtain a visitors' pass in the Main Office. Passes will not be issued for the purpose of visiting students in the classroom.

NON-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of non-discrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Non-discrimination Act of 2008 (GINA) – Prohibits discrimination against employees or applicants because of genetic information.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07, (Florida Statutes), which stipulates categorical preferences for employment.

School Board Policies 1362, 3362, 4362, and 5517 prohibit harassment and/or discrimination against students, employees, or applicants on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, and other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

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